

How to use a wiki

Booker T. Washington Middle School
Young Audiences of Maryland - PD

Maria Barbosa

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Opening an Account

Go to www.wikispaces.com

Read the information on the page.

1. Click on "**sign in**" (top of page)
2. Click on "**Create a new Wikispaces account**"
3. Fill the "**Join Now**" information. Wiki spaces do not give your info to others!
4. Under "**Make a Wiki?**", select "**No**"
5. Click on "**Join**"
6. Check your e-mail, and look for a message from wikispaces.
7. Click on the link they sent you. That will take you to your account. You need to have a wikispaces account to be able to join the PD Wiki.

Mr. Vanceto Blyden has already sent you an e-mail inviting you to the wiki **BTYA2012-13PD**. Open Mr. Blyden's e-mail and accept his invitation. You will be taken to the wiki page.

As of January 12, 2013, we have 15 members and 9 organizers. Organizers are able to edit information everywhere in this wiki, including the main navigation menu. Members can insert lesson plans, comments, questions and start discussions under the section "**Projects**".

Information about all workshops are on the Navigation Menu (left of main white area)

About "Projects"

On the very top right of the wiki page, you will see a narrow black bar with your name on it. The first icon has two perpendicular lines that form an asymmetric letter "T". By clicking on this first icon, a new menu will appear on the left of the large white area. **"Projects"** is part of this menu. Click on projects to see three sections:

1. Comments and Questions
2. Discussion Space
3. Lesson plans from BTW Middle

If you had joined the wiki by January 12, your name has been included on the projects. Otherwise, tell M. Barbosa (mariafbarbosa@gmail.com) and she will include your name.

How to include comments, lesson plans, images, etc. into "Projects"

1. Go to "Projects"
2. Click on the section you want to use (you must see your e-mail listed on the box to be able to use "Projects")
3. Click on **"BTW Middle Teachers"**
4. Click on **"Edit"**
5. Place the cursor two lines below **"Include page list"** box or below the last entry

6. Type your message or use the section menu to insert files, images, links or videos, etc.
7. When you click on the icons, a dialogue box will open and you may select to download whatever you want from your desktop
8. Please, **remember** to press "**Save**" when you finish your entry, **or it will disappear...**